

ADMINISTRATIVE-INTERNAL USE ONLY**ROUTING AND RECORD SHEET**

STAT	SUBJECT: (Optional) Continuation of Contract Employment of Annuitant- 			
STAT	FROM: 	EXTENSION	NO. FBIS-1708/85	
STAT	Director, Foreign Broadcast Information Service 1013 Key		DATE 6 NOV 1985	
	TO: (Officer designation, room number, and building)	DATE		<p>Attached Memorandum requests approval to renew part-time contract of a U.S. Government annuitant at our Tokyo Press Monitoring Unit.</p>
		RECEIVED	FORWARDED	
	1. DDS&T 6E45 HQS			
	2.			
STAT	3. OP/CAD 			
	4.			
STAT	5. D/OP 			
	6.			
	7. D/FBIS 1013 Key			
	8.			
	9.			
	10.			
	11.			
	12.			
	13.			
	14.			
	15.			

ADMINISTRATIVE - INTERNAL USE ONLY

FBIS-1708/85

6 NOV 1985

MEMORANDUM FOR: Director of Personnel

THROUGH: Deputy Director for Science and Technology

FROM:

Director, Foreign Broadcast Information Service

SUBJECT: Continuation of Contract Employment of Annuitant -

1. In accordance with [redacted], this memorandum recommends your approval for FBIS to renew the contract of [redacted] for a period of 1 year as a part-time contract employee. [redacted] is a former intelligence clerk for the U.S. Army at Camp Zama, Japan, who retired in October 1984.

2. FBIS has a translation unit located [redacted], Japan, staffed by 1 FBIS careerist [redacted], and [redacted] independent contractor translators.

3. [redacted] serves as a part-time administrative assistant and provides editorial review of translations submitted by the translators. She is uniquely qualified in that she possesses a high level of Japanese language capability and has sound editorial skills. FBIS requests permission to renew [redacted] contract.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

STAT

SUBJECT: Continuation of Contract of Employment of Annuitant -

[Redacted]

CONCUR:

Deputy Director for Science and Technology

Date

APPROVED:

Director of Personnel

Date

STAT

DDS&T/FBIS/Admin/Pers [Redacted] (22 Oct 85)

Distribution:

Orig - Addressee (Return to D/FBIS)

1 - D/Pers

3 - DDS&T

① - D/FBIS Chrono

1 - JDC Corres.

1 - AS Chrono

1 - P&TB Chrono

1 - [Redacted] File

1 - FBIS Registry

STAT